

LANCASTER COUNTY ADMISSIONS COORDINATOR

NATURE OF WORK

This is professional nursing work with functional responsibility for resident admissions, transfers, and discharges within a county operated nursing facility.

Work involves administering the resident admission/transfer/discharge program; interviewing potential applicants for admission; reviewing hospital patients' medical records in conjunction with facility admission requirements; coordinating the completion of documentation required for admission/transfer/discharge; assigning beds to new residents based on individual needs through coordination with nursing and social services staff; orienting residents and/or family members to the facility and services available. An employee in this class will be expected to exercise independent judgment and personal initiative within the framework of established facility policies. Supervision is received from the Director of Nursing with work reviewed in the form of reports, conferences, and the effectiveness of the facility admission/transfer/discharge program.

EXAMPLES OF WORK PERFORMED

Coordinate and administer the facility admission/transfer/discharge program.

Develop effective working relationships with hospital discharge planners to expedite the process of hospital admissions; review hospital patient records in conjunction with facility admission requirements.

Screen applications of individuals requesting admission to the facility.

Interview potential applicants for admission to the facility to ensure care needs can be met; verify Medicaid eligibility, as necessary.

Coordinate the completion of all documentation and associated communications pertaining to resident admission, transfer, and discharge; designate room assignments for new and current residents in conjunction with individual needs through coordination with nursing and social services staff; orient residents and/or family members to the facility, services available, and resident's rights pertaining to leaves and absences from the facility.

Initiate resident assessment instruments for new admissions and review same for current residents as required.

DESIRABLE KNOWLEDGES, ABILITIES, AND SKILLS

Considerable knowledge of professional nursing principles, practices, and treatment methodologies.

Considerable knowledge of the aging process and the delivery of nursing services in a nursing facility.

Considerable knowledge of state and federal regulations pertaining to admission to a nursing facility.

Considerable knowledge of requirements for eligibility in the Title 19 (Medicaid) Program.

Ability to make professional decisions in accordance with facility, State and Federal policies and regulations.

Ability to communicate effectively both orally and in writing.

Ability to establish and maintain effective working relationships with co-workers, residents, family members, hospital discharge planners, and the general public.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from a school of nursing accredited by the National League of Nursing with a Diploma of Nursing plus considerable experience coordinating resident admissions within a licensed nursing facility or similar health care facility.

MINIMUM QUALIFICATIONS

Graduation from a school of nursing accredited by the National League of Nursing with a Diploma of Nursing plus experience in coordinating resident admissions within a licensed nursing facility or similar health care facility or any equivalent combination of training and experience which provides the desirable knowledge, abilities, and skills and meets licensure requirements.

NECESSARY SPECIAL REQUIREMENTS

Possession of a valid license to practice as a registered nurse in the State of Nebraska.

Employees in this class working at Lancaster Manor must meet such physical and health requirements necessary for employment in a licensed nursing facility as required by the State of Nebraska.

Approved by: _____
Department Head

Personnel Director

Revised 8/97

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